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DEPARTMENT OF CULTURE, RECREATION & TOURISM
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HUMAN RESOURCE MEMORANDUM NO. 01-046

June 25, 2001

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Performance Planning and Review

The new Performance Planning and Review (PPR) form has been updated to be user friendly. The updated form can be found on the Channel Z website under the Human Resources' Performance Planning and Review link. It can also be downloaded from the Civil Service website at <http://www.dscs.state.la.us>.

Also, please remember that anyone with an anniversary date of March 1, 2001 or later must be rated on the new Performance Planning and Review form, a copy of which is attached. The information and rating factors are the same. Please review HR Memo Number 01-006 dated January 12, 2001 with attachments and the updated Civil Service Rules (Chapter 10) for complete rule changes.

Southeastern Louisiana University's Human Resources Office has created a sample list of expectations for PPR's. We have adapted this list and linked it to our Human Resources site under Performance Planning and Review. This list may help you with ideas for performance expectations.

If you have any questions or need assistance, please call the Human Resources Office at (225) 342-0880.

Attachment

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